

WHAT ARE PRONOUNS?

Pronouns are the way we refer to each other in the third person.

People may use multiple pronouns in different combinations and **there are many gender identities and pronouns beyond these listed.**

People may choose to explain why they use specific pronouns, or it may be a private matter. Some people who are **gender-neutral or transitioning** may use **non-binary/inclusive pronouns.**

what is GENDER NEUTRAL & GENDER EXPANSIVE?

An umbrella term sometimes used to describe people who expand notions of gender expression and identity beyond perceived or expected societal gender norms...



GENDER-SPECIFIC PRONOUNS:



GENDER-NEUTRAL PRONOUNS:



PRONOUNCED:

zee
see
zee
hear

why PRONOUNS are important in the workplace:

- + shows **respect**
- + creates an **inclusive** work environment
- + more people are in the workforce who identify as transgender and/or gender expansive/non-binary

PRONOUNS in action:

"**They** are a writer and wrote that book **themselves**. Those ideas are **theirs**. I like both **them** and **their** ideas."

"**Ze** is a writer and wrote that book **hirsself**. Those ideas are **hirs**. I like both **hir** and **hir** ideas."

how to use PRONOUNS to demonstrate allyship:

If you find yourself unsure of someone's pronoun, **be attentive** to how others refer to this person.

If you are still unclear or concerned that people might be using the incorrect pronoun, **politely and privately** ask that person what pronoun they use.



Start meetings with everyone introducing themselves and stating their pronouns.

Firstname Lastname (she/her/hers) | Occupation Title
Office/division name | Federal Department/agency/etc.
D: 202.XXX.XXXX | E: emailname@agency.gov

Firstname Lastname
Occupation Title
Office/Division name/Department/Agency/etc.

Tel: 202.XXX.XXXX
Email: emailname@agency.gov

Pronouns: they, them, theirs

Include your pronouns in your **email signature.**



When attending meetings or events, **add your pronouns to your name tag.**

REMINDER:

he/him/his they/them/theirs
she/her/hers ze/sie/zie/hir

BEST PRACTICES:



Acknowledge mistakes, apologize, and correct yourself when using the wrong pronoun.



Ensure that you do not make a big deal out of the mistake. **Make the correction & move forward in the conversation.** Most people appreciate a quick apology and correction at the time of the mistake!



Using a person's pronouns correctly is a way to **respect** someone and **create an inclusive environment**, just as using a person's name can be a way to respect them!

Authors:



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Sources:



"Pronouns Matter" <https://www.mypronouns.org>
"Gender Pronouns: A Provider's Guide to Referring to Transgender Patients" <https://www.prideinpractice.org/articles/transgender-pronouns-guide/>
"Personal Pronouns" <https://teaching.cambriancollege.ca/personal-pronouns/>

